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20 September 1954

MEMORANDUM FOR: Chief, Records Management Division

SUBJECT: Proposed Headquarters [] Regulations on "Records Disposition"

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1. The responsibility for preparing [] headquarters regulations on the subject of "Records Disposition" has been assigned to your office.

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2. We will appreciate your furnishing us with a reasonable target date by which we may expect to receive these issuances for further processing.

[]
Chief, Regulations Control Staff

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RCS:GRT:mes (20 September 1954)

Discussed with []
9/27/54 10/1/54 - He has headquarters regulations and handbook for processing now.
[] 10/4/54

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FILED: Org. & Mgt.
RETURN TO
OFFICIAL ROUTING SLIP
CENTRAL INTELLIGENCE AGENCY
INTELLIGENCE DIVISION

TO		INITIALS	DATE
1	<div></div>		
2	Chief, Regulations Control Staff		
3			
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FROM		INITIALS	DATE
1	<div></div>		10/1/54
2			
3	<i>Handcarried by Mr. C.</i>		

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks: Attached are copies of proposed CIA Regulation Records Management, and Records Disposition Handbook, HB


The Regulation and the Handbook were developed in accordance with suggestions and guidance provided by members of your staff. No coordination has been obtained.

STAT



Believe the proposed regulation is appropriate for forwarding.
These comments:

STAT

1. All of  expressed objections have been satisfied except length of the document and use of the term "Forms Engineering." Did the best I could in both respects.
2. All advice from Regulations Control was followed and believe they will have to perform only minor editing.
3. ~~Am~~ not entirely satisfied with 3c, but again, the best I could do.



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66 Revision
Not sent to Reg. Center
R []

REGULATION

NO. []

RECORDS MANAGEMENT

Recission: CIA Regulation No. []

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1. GENERAL

This Regulation prescribes general policies and methods for the administration of the Agency Records Management Program. Its requirements are based on, and in agreement with, the Federal Records Act of 1950 (Public Law 754, 81st Congress) and other applicable Federal statutes and regulations.

2. OBJECTIVE AND SCOPE

The objective of this program is the economical and efficient management of Agency records. Attainment of this objective with resultant economies in manpower, supplies, equipment, space, time, and money will be realized by continuing application of the following major program elements.

a. Records Creation

- (1) Reports Management
- (2) Forms Management
- (3) Correspondence Management

b. Organization, Maintenance, and Use of Active Records

- (1) Mail Control
- (2) Reference Service
- (3) Maintenance Management
- (4) Equipment and Supplies Standards
- (5) Microphotography
- (6) Vital Materials

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c. Disposition of Records

- (1) Inventory and Appraisal
- (2) Legal Retention and Disposal Authorizations
- (3) Cut-off and Retirement
- (4) Preservation and Archival Management
- (5) Disposal
- (6) Inter-Agency and Intra-Agency Transfers
- (7) Records Center Operations

3. POLICIES

Adherence to the following policies are essential to the conduct of an effective Records Management Program:

- a. Management of Agency records will be accomplished on a decentralized basis.
- b. Uniform systems shall be developed and installed to reduce the volume of reports, to simplify and improve necessary reports, and to eliminate and prevent duplicate reporting.
- c. The unauthorized procurement, production or utilization of forms shall be prevented. Unnecessary forms or record copies of forms shall not be created. Forms performing the same or related functions shall be consolidated. Users shall be informed of available forms. Forms, procedures and issuances shall be properly integrated.
- d. Systems for correspondence preparation and handling shall be developed and installed to ensure that only essential information is made a matter of record, that Agency formats and procedures are adhered to, that substitutes are used for dictated or drafted correspondence to transmit routine repetitive information, that the creation of non-essential copies is prevented, and that quality standards for correspondence and writing abilities are maintained.
- e. The efficient and economical maintenance and servicing of current records shall be accomplished through continuing analysis and improvement of mail handling and routing procedures, and record classification and indexing systems.
- f. Filing equipment and filing supplies will be standardized and used to assure maximum economy and efficiency.
- g. Vital materials shall be identified and removed to a repository.

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- h. Assure the use of microphotographic equipment, supplies and services in accordance with established standards of economy and efficiency.
- 1. A Records Center shall be maintained for the storing, processing, and servicing of Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as an archival facility.
- j. Permanently valuable records shall be identified and preserved for future use; temporarily valuable records shall be identified and legally disposed of when their value is no longer warranted by the cost of their retention; and noncurrent records shall be removed, on a continuing basis, from high cost office space and filing equipment to Records Center storage.
- k. Safeguards shall be established to ensure that no records in the custody of the Agency are alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434). Sections 234 and 235 of Title 18 of the United States Code attached severe penalties to the willful and unlawful destruction, damage or alienation of any Federal records.
- 1. Provide standards for the selection and use of photocopying equipment to prevent the production of unwarranted extra copies of records, and to assure efficient and economic reproduction of necessary copies.

4. DEFINITIONS

For the purpose of this Regulation, the following definitions shall apply:

- a. "Records include all books, papers, maps, photographs, or other documentary material, regardless of physical form or characteristic, made or received by an agency of the United States Government in pursuance of Federal law in connection with transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities, or because of the informational value of data contained therein." (57 Stat. 380, as amended, 44 USC 366).
- b. "Non-record Material includes library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents." (57 Stat. 380, as amended, 44 USC 366).
- c. Noncurrent Records are those records which are infrequently needed or no longer used in the conduct of current business, including records of discontinued activities. This material is commonly referred to as semi-active, inactive, or retired records.

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- d. Forms are the devices by which management seeks uniformity and simplicity in the recording, transmitting, reporting and data processing of vital information. They are preprinted, containing predetermined spaces for inserting specific information. Items such as certificates, labels, stickers, tags, placards, cover sheets and form letters are included in this definition.
- e. Reports are accounts or statements of information prepared in written narrative, tabular, punch card or graphic form and transmitted by one organizational element to another. An administrative or management report as distinguished from an operational report provides for administrative or management control over an activity or operation.
- f. Correspondence includes all memorandums, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of official duties.
- g. Vital Materials are those specific items in possession of the Agency which are essential to its continuance and which, if destroyed, would constitute a serious or irreplaceable loss.
- h. An Area Program is one maintained within a Major Component (including the Deputy Director (Administration), Deputy Director (Intelligence), and Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel).

5. RESPONSIBILITIES

The Chief of the Management Staff shall:

- a. Carry out the policies outlined in this regulation.
- b. Develop procedures and obtain Congressional authorization for the retention and disposal of records through the National Archives and Records Service.
- c. Serve as the Agency liaison to the National Archives and Records Service of the General Services Administration, other Federal agencies and all other organizations on all matters pertaining to records.
- d. Provide technical training for program participants.
- e. Install a system for appraising and measuring program progress.
- f. Serve as Agency archivist.
- g. Conduct periodic inspections of area programs.
- h. Issue standards and procedures to carry out the policies outlined in this regulation.

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The Chiefs of Major Components (including the Deputy Director (Administration), the Deputy Director (Intelligence), and the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel) shall designate Area Records Officers to establish and maintain this program in their sphere of authority in accordance with the basic concept and policies as set forth herein and in accordance with the methods, techniques and procedures prescribed by the Chief of the Management Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION: AB

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b. Organization, Maintenance, and Use of Active Records

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- (4) Equipment and Supplies Standards
- (5) Microphotography
- (6) Vital Materials

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c. Disposition of Records

- (1) Inventory and Appraisal
- (2) Legal Retention and Disposal Authorizations
- (3) Cut-off and Retirement
- (4) Preservation and Archival Management
- (5) Disposal
- (6) Inter-Agency and Intra-Agency Transfers
- (7) Records Center Operations

3. POLICIES

Adherence to the following policies are essential to the conduct of an effective Records Management Program:

- a. Management of Central Intelligence Agency records will be accomplished on a decentralized basis.
- b. Uniform systems shall be developed and installed to reduce the volume of reports, to simplify and improve necessary reports, to eliminate and prevent duplicate reporting, to ensure that the contents of required reports provide adequate data for intended purposes, to ensure that instructions, forms and procedures provide the most simple and direct methods for reporting, and that the realistic reporting intervals are established.
- c. Plans shall be devised and prescribed to prevent the unauthorized procurement, production or utilization of forms by any component, office, officer or employee of the Agency. Documentation of information on forms shall be accomplished by the most efficient and economical means. Unnecessary forms or record copies of forms shall not be created and all existing non-essential forms shall be eliminated. Forms performing the same or related functions shall be consolidated and the scope of each form extended insofar as is practicable. Users shall be informed of available forms. Forms, procedures and issuances shall be properly integrated. Modern forms engineering techniques will be utilized to simplify and standardize size and design. The most efficient and economical management practices shall be followed in the production, procurement, storage and issuance of forms.
- d. Systems for correspondence preparation and handling shall be developed and installed to ensure that only essential information is made a matter of record, that Agency formats and procedures are adhered to, that substitutes are used for dictated or drafted correspondence to transmit routine repetitive information, that the creation of non-essential copies is prevented, and that quality

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standards for improving correspondence and writing abilities are maintained.

- e. Provision shall be made for the efficient and economical maintenance and servicing of current records through continuing analysis and improvement of mail handling and routing procedures, record classification and indexing systems, and filing equipment and supplies.
- f. Vital materials shall be identified and removed to a repository for safekeeping.
- g. Procedures shall be developed and installed to provide for the review of all existing and proposed microfilming projects to ensure validity of purpose and to effect greater efficiency in the utilization of facilities.
- h. A Records Center shall be maintained for the storing, processing, and servicing of Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as an archival facility.
- i. Provisions shall be made to ensure that permanently valuable records are identified and preserved for future use; that temporarily valuable records are identified and legally disposed of as soon as their value decreases to the point where it does not warrant the cost of their retention; and that all noncurrent records be removed, on a continuing basis, from high cost office space and filing equipment to Records Center storage.
- j. Safeguards shall be established to ensure that no records in the custody of the Agency are alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434). Sections 234 and 235 of Title 18 of the United States Code attached severe penalties to the willful and unlawful destruction, damage or alienation of any Federal records.

4. DEFINITIONS

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 - c. Noncurrent Records are those records which are infrequently needed or no longer used in the conduct of current business, including records of discontinued activities. This material is commonly referred to as semiactive, inactive, or retired records.
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 - f. Correspondence includes all memorandums, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of official duties.
 - g. Vital Materials are those specific items in possession of the Agency which are essential to its continuance and which, if destroyed, would constitute a serious or irreplaceable loss.
 - h. An Area Program is one maintained within a Major Component (including the Deputy Director (Administration), Deputy Director (Intelligence), and Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel).

5. RESPONSIBILITIES

The Chief of the Management Staff shall:

- a. Develop and issue all basic program plans, policies, procedures and guides; establish and define professional standards, methods and techniques of records management.
- b. Develop and coordinate methods to eliminate and prevent unnecessary reporting; ensure that instructions, forms, and procedures for essential reporting are clear and complete to provide simple, direct reporting methods; improve the quality of reports; and provide central reference points for information on reporting requirements.

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- c. Establish and define forms engineering and management standards, methods and techniques. Review for essentiality and approve or disapprove all requests for new forms, revisions, reprints and overprints of existing forms. Design, number and index all forms prior to their procurement, production, stockage or utilization.
 - d. Establish standards for the preparation, handling, and readability of correspondence, the use of form letters and memorandums, pattern paragraphs, and other substitutes for dictated correspondence, and the prevention of nonessential records creation.
 - e. Develop standards, methods and procedures for: the location of file stations; the classification and filing of records, including finding media; the receipt, recording and routing of incoming and outgoing communications; and the procurement and utilization of filing equipment and supplies.
 - f. Develop guides, procedures and schedules for the identification, processing and disposition of vital materials and for their deposit in the repository. Furnish secure transfer service between headquarters and the repository.
 - g. Review and approve all requests for microfilm equipment, supplies and services, and develop standards for the efficient and economical attainment of quality production on approved projects.
 - h. Establish standards for storing, processing, servicing, and preserving records in the Agency Records Center.
 - i. Develop techniques and procedures for the preparation of disposition plans including inventory, appraisal, transfer, disposal and preservation of records. Review and approve disposition plans prior to their application.
 - j. Develop procedures and obtain Congressional authorization for the retention and disposal of records through the National Archives and Records Service.
 - k. Serve as the Agency liaison to the National Archives and Records Service of the General Services Administration on all matters pertaining to records; maintain Agency liaison with Federal and private organizations on all records management matters.
 - l. Provide, in collaboration with the Director of Training, facilities for the guidance, indoctrination, and technical training of Area Records Officers and other program participants.
 - m. Develop and install systems for measuring, collecting and reporting savings which accrue from the program.
 - n. Serve as Agency archivist in all matters pertaining to the preservation of records of continuing value.

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- o. Conduct periodic inspections to review the effectiveness and progress of area programs.

The Chiefs of Major Components (including the Deputy Director (Administration), the Deputy Director (Intelligence), and the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel) shall designate Area Records Officers to establish and maintain this program in their sphere of authority in accordance with the basic concept and policies as set forth herein and in accordance with the methods, techniques and procedures prescribed by the Chief of the Management Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

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- (4) Equipment and Supplies Standards
- (5) Microphotography
- (6) Vital Materials
- c. Disposition of Records
 - (1) Inventory and Appraisal
 - (2) Legal Retention and Disposal Authorizations
 - (3) Cut-off and Retirement
 - (4) Preservation and Archival Management
 - (5) Disposal
 - (6) Inter-Agency and Intra-Agency Transfers
 - (7) Records Center Operations

3. POLICIES

Management of Central Intelligence Agency records will be accomplished on a decentralized basis. Under this plan, adherence to the following policies are essential.

- a. Uniform systems shall be developed and installed for correspondence preparation to ensure that only essential information is transmitted, that form letters are used for frequently requested information, that only the necessary number of copies are made, and that each copy has a definitely planned use.
- b. Uniform systems shall be developed and installed to reduce the volume of reports, to simplify and improve necessary reports, eliminate and prevent duplicate reporting, to ensure that the contents of required reports provide adequate data for intended purposes, to ensure that instructions, forms and procedures provide the most simple and direct methods for reporting, and that the proper reporting intervals are established.
- c. Systems shall be developed and installed to provide for review, analysis, revision, and improvement of all existing and proposed forms with a view toward effecting greater economy and efficiency in their design, production, and use.

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- d. Provision shall be made for the efficient and economical maintenance and servicing of current records through continuing analysis and improvement of mail handling and routing procedures, record classification and indexing systems, and office equipment and filing supplies.
- e. Vital materials shall be identified and removed to a repository for safekeeping.
- f. Procedures shall be developed and installed to provide for the review of all existing and proposed microfilming projects to ensure validity of purpose and to effect greater efficiency in the utilization of facilities.
- g. A Records Center shall be maintained for the storing, processing, and servicing of Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as an Archival facility.
- h. Standards shall be established and maintained to ensure that permanently valuable records are identified and preserved for future use; that temporarily valuable records are identified and legally disposed of as soon as their value decreases to the point where it does not warrant the cost of their retention; and that all non-current records be removed, on a continuing basis, from high cost space and filing equipment to Records Center storage.
- i. Safeguards shall be established to assure that no records in the custody of the Agency are to be alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943, (57 Stat 380-383), as amended July 6, 1945 (59 Stat 434). Sections 234 and 235 of Title 18 of the United States Code attaches severe penalties to the willful and unlawful destruction damage or alienation of any Federal records.

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 - c. Non-current Records are those records which are infrequently needed or no longer used in the conduct of current business, including records of discontinued activities. This material is commonly referred to as semi-active, inactive, or retired records.
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 - h. An Area Program is one maintained within a major component (Deputy Directors (Administration), (Intelligence), and (Plans)), the Director of Training and the Assistant Directors for Communications and Personnel.

5. RESPONSIBILITIES

- a. The Chief of the Management Staff shall:
 - 1. Establish standards for correspondence preparation and utilization of form letters, pattern letters, pattern paragraphs, limitation or elimination of copies and other devices.

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2. Develop and coordinate methods for reporting to eliminate overlapping and duplication of facts and elimination of obsolete reports, unessential copies, too frequent reporting and unessential filing of reports.
3. Design, review, analyze, and approve all forms prior to their production or utilization.
4. Develop standards, methods and procedures for: the location of file stations; the classification and filing of records, including finding media; the receipt, recording and routing of incoming and outgoing communications; and the procurement and utilization of filing equipment and supplies.
5. Develop guides, procedures and schedules for the identification, processing and depositing of vital materials in the repository. Furnish secure transport service between headquarters and the repository.
6. Review and approve all requests for microfilm equipment, supplies and services.
7. Establish standards for storing, processing, servicing, and preserving records in the Agency Records Center.
8. Develop and publish uniform policies, methods, and procedures for the retention of records for adequate periods of time, removal or records from active files for destruction, and preservation of records, including the use of disposition microphotography where practical.
9. Develop procedures and obtain Congressional authorization for the retention and disposal of records through the National Archives and Records Service.
10. Serve as the Agency liaison to the National Archives and Records Service, GSA, on all matters pertaining to records; maintain Agency liaison with Federal and private organizations on all records management matters.
11. Provide, in collaboration with the Director of Training facilities for the guidance, indoctrination, and technical training of program participants.
12. Develop and install systems for measuring, collecting and reporting savings which accrue from the program.

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13. Serve as Agency archivist in all matters pertaining to the preservation of records of continuing value.
 14. Conduct periodic inspections to review the effectiveness and progress of area programs.
- b. Major Components. Chiefs of major components (Deputy Directors (Administration), (Intelligence), and (Plans)), the Director of Training and the Assistant Directors for Communications and Personnel shall ensure that an active continuing Records Management Program is established and maintained in their sphere of authority in accordance with the basic concept and policies as set forth herein and in accordance with the methods, techniques and procedures prescribed by the Chief of the Management Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION: AB

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a. Records Creation

- (1) Reports Management
- (2) Forms ~~Management~~ Management
- (3) Correspondence Management

b. Organization, Maintenance, and Use of Active Records

- (1) Mail Control
- (2) Reference Service
- (3) Maintenance Management

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(4) Equipment and Supplies Standards

(5) Microphotography

(6) Vital Materials

c. Disposition of Records

(1) Inventory and Appraisal

(2) Legal Retention and Disposal Authorizations

(3) Cut-off and Retirement

(4) Preservation and Archival Management

(5) Disposal

(6) Inter-Agency and Intra-Agency Transfers

(7) Records Center Operations

3. POLICIES

Adherence to the following policies are essential to the conduct of an effective Records Management Program:

a. Management of Central Intelligence Agency records will be accomplished on a decentralized basis.

b. Uniform systems shall be developed and installed to reduce the volume of reports, to simplify and improve necessary reports, *and* to eliminate and prevent duplicate reporting, ~~to ensure that the contents of required reports provide adequate data for intended purposes, to ensure that instructions, forms and procedures provide the most simple and direct methods for reporting, and that the realistic reporting intervals are established.~~

prevented, c. ~~Plans shall be devised and prescribed to prevent the unauthorized procurement, production or utilization of forms by any component, office, officer or employee of the Agency. Documentation of information on forms shall be accomplished by the most efficient and economical means. Unnecessary forms or record copies of forms shall not be created, and all existing non-essential forms shall be eliminated. Forms performing the same or related functions shall be consolidated, and the scope of each form extended insofar as is practicable. Users shall be informed of~~ *shall be*

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available forms. Forms, procedures and issuances shall be properly integrated. ~~Modern forms engineering techniques will be utilized to simplify and standardize size and design. The most efficient and economical management practices shall be followed in the production, procurement, storage and issuance of forms.~~

- d. Systems for correspondence preparation and handling shall be developed and installed to ensure that only essential information is made a matter of record, that Agency formats and procedures are adhered to, that substitutes are used for dictated or drafted correspondence to transmit routine repetitive information, that the creation of non-essential copies is prevented, and that quality standards for improving correspondence and writing abilities are maintained.
- e. ~~Provision shall be made for~~ The efficient and economical maintenance and servicing of current records, *shall be accomplished* through continuing analysis and improvement of mail handling and routing procedures, record classification and indexing systems, and filing equipment and supplies.
- f. Vital materials shall be identified and removed to a repository for safekeeping.
- g. *reviewed to* ~~Procedures shall be developed and installed to provide for the review of all existing and proposed microfilming projects to~~ *shall be* ensure validity of purpose and to effect greater efficiency in the utilization of facilities.
- h. A Records Center shall be maintained for the storing, processing, and servicing of Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as an archival facility.
- i. ~~Provisions shall be made to ensure that permanently valuable records are identified and preserved for future use; that temporarily valuable records are identified and legally disposed of as soon as their value decreases to the point where it does not warrant the cost of their retention; and that all noncurrent records be removed, on a continuing basis, from high cost office space and filing equipment to Records Center storage.~~ *shall be* *is no longer*

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- j. Safeguards shall be established to ensure that no records in the custody of the Agency are alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat 380-383), as amended July 6, 1945 (59 Stat 434). Sections 234 and 235 of Title 18 of the United States Code attached severe penalties to the willful and unlawful destruction, damage or alienation of any Federal records.

4. DEFINITIONS

For the purpose of this Regulation, the following definitions shall apply:

- a. "Records include all books, papers, maps, photographs, or other documentary material, regardless of physical form or characteristic, made or received by an agency of the United States Government in pursuance of Federal law in connection with transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities, or because of the informational value of data contained therein." (57 Stat. 380, as amended, 44 USC 366).
- b. "Non-record Material includes library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents." (57 Stat. 380, as amended, 44 USC 366).
- c. Noncurrent Records are those records which are infrequently needed or no longer used in the conduct of current business, including records of discontinued activities. This material is commonly referred to as semiactive, inactive, or retired records.
- d. Forms are the devices by which management seeks uniformity and simplicity in the recording, transmitting, reporting and data processing of vital information. They are preprinted, containing predetermined spaces for inserting specific information. Items such as certificates, labels, stickers, tags, placards, cover sheets and form letters are included in this definition.
- e. Reports are accounts or statements of information prepared in written narrative, tabular, punch card or graphic form and transmitted by one organizational element to another. An administrative or management report as distinguished from an operational report provides for administrative or management control over an activity or operation.

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- f. Correspondence includes all memorandums, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of official duties.
- g. Vital Materials are those specific items in possession of the Agency which are essential to its continuance and which, if destroyed, would constitute a serious or irreplaceable loss.
- h. An Area Program is one maintained within a Major Component (including the Deputy Director (Administration), Deputy Director (Intelligence), and Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel).

5. RESPONSIBILITIES

The Chief of the Management Staff shall:

- a. Develop and issue all basic program plans, policies, procedures and guides; establish and define professional standards, methods and techniques of records management.
- b. Develop and coordinate methods to eliminate and prevent unnecessary reporting; ensure that instructions, forms, and procedures for essential reporting are clear and complete to provide simple, direct reporting methods; improve the quality of reports; and provide central reference points for information on reporting requirements.
- c. Establish and define forms ~~engineering and~~ management standards, methods, and techniques. Review for essentiality and approve or disapprove all requests for new forms, revisions, reprints and overprints of existing forms. Design, number and index all forms prior to their procurement, production, stockage or utilization.
- d. Establish standards for the preparation, handling, and readability of correspondence, the use of form letters and memorandums, pattern paragraphs, and other substitutes for dictated correspondence, and the prevention of nonessential records creation.
- e. Develop standards, methods and procedures for: the location of file stations; the classification and filing of records, including finding media; the receipt, recording and routing of incoming and outgoing communications; and the procurement and utilization of filing equipment and supplies.

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- f. Develop guides, procedures and schedules for the identification, processing and disposition of vital materials and for their deposit in the repository. Furnish secure transfer service between headquarters and the repository.
- g. Review and approve all requests for microfilm equipment, supplies and services, and develop standards for the efficient and economical attainment of quality production on approved projects.
- h. Establish standards for storing, processing, servicing, and preserving records in the Agency Records Center.
- i. Develop techniques and procedures for the preparation of disposition plans including inventory, appraisal, transfer, disposal and preservation of records. Review and approve disposition plans prior to their application.

a. Carry out the policies outlined in this regulation.

b. Develop procedures and obtain Congressional authorization for the retention and disposal of records through the National Archives and Records Service.

c. Serve as the Agency liaison to the National Archives and Records Service of the General Services Administration on all matters pertaining to records; maintain Agency liaison with Federal and private organizations on all records management matters.

d. Provide, in collaboration with the Director of Training, facilities for the guidance, indoctrination, and technical training of Area Records Officers and other program participants.

e. Develop and install systems for measuring, collecting and reporting savings which accrue from the program.

f. Serve as Agency archivist in all matters pertaining to the preservation of records of continuing value.

g. Conduct periodic inspections to review the effectiveness and progress of area programs.

h. Issue such standards, procedures and instructions as are necessary to carry out the policies outlined in this regulation.

The Chiefs of Major Components (including the Deputy Director (Administration), the Deputy Director (Intelligence), and the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel) shall

as are necessary to carry out the policies outlined in this regulation.

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designate Area Records Officers to establish and maintain this program in their sphere of authority in accordance with the basic concept and policies as set forth herein and in accordance with the methods, techniques and procedures prescribed by the Chief of the Management Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

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